

Recognize Suspicious Mail

- Be Aware of the indicators
- Do Not open Suspicious Mail

Isolate

- Cover and reduce contamination
- Protect yourself and others

Notify

- Local Authorities
- Know and understand your office or building's Standard Operating Procedures

Anthrax Information

It is very unlikely that you have been exposed to Anthrax; however, you should be alert to the signs and symptoms that accompany the infection.

Inhalation

Fever, general malaise, cough, chest discomfort or respiratory distress

Skin contamination

Raised itchy bump on the skin that resembles an insect bite.

Intestinal

Nausea, loss of appetite, vomiting, abdominal pain

Anthrax is not a contagious disease through human contact and treatment is available

Symptoms may present themselves within 3 days; seek medical attention if you feel you have been exposed.

For More Information please visit the KDEM website at
www.accesskansas.org/kdem/

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Prevent Protect Educate



RECOMMENDED PROCEDURES
FOR THE HANDLING
OF SUSPICIOUS MAIL

First Class

CONFIDENTIAL

Do Not Bend

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FRAGILE



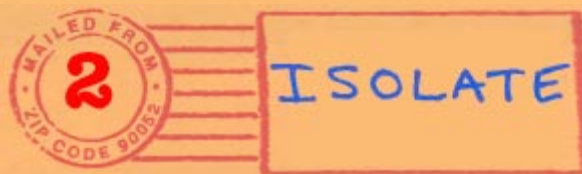
1 RECOGNIZE

Suspicious Mail Indicators

- No Return Address
- Restrictive Marking
- Possibly Mailed from a foreign country
- Addressed to title only
- Badly typed or written
- Excessive tape or string
- Rigid or bulky
- Strange odor
- Lopsided or uneven
- Misspelled words
- Incorrect title
- Excessive postage
- Oily stains discolorations or crystalizations on wrapper

DO NOT OPEN

If the package or letter looks suspicious or otherwise not normal for your office



Unopened Letter or Package

- Handle With Care and only as necessary
- Don't shake or bump
- Don't open, smell, touch or taste
- If possible place letter in a single clear zip-lock plastic bag
- Isolate letter or package in the same office or area discovered
- DO NOT transport suspicious packages to other offices or areas within the office
- **Notify**

IF open and/or a threat is identified

White powder or a liquid spilled

- Cover the substance with a towel, loose paper, or whatever is available to limit exposure to the unknown substance
- Evacuate IMMEDIATE area. If in an office with a door, close door as you leave
- Wash your hands with soap and warm water and blow your nose
- **Notify**

Visible wires or indication of a bomb

- Do Not further handle or continue to open the package
- Evacuate Immediately
- **Notify**



- Call your Local Police, Fire Department, HazMat Unit
- Contact Postal Inspectors
- Contact building management
- If possible, list all people who were in the room or area when the suspicious mail was identified. Give this list to the responding Law Enforcement Official



State Employees within the Capital Complex

Notify the Capital Police Immediately

Follow your Office or building protocols for other notifications and evacuation.

